
PUBLIC MEETING AGENDA
BOARD OF EDUCATION

WEDNESDAY, FEBRUARY 23, 2022 – 7:00 pm

https://sd38.zoom.us/webinar/register/WN_dXwKTvmsSBeRPi08TL7Slw

After registering, you will receive a confirmation email containing information about joining the webinar.

Telephone 604 668 6000

Visit our Web Site @ www.sd38.bc.ca

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiŋəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

1. Recognition of Visitors, Announcements and Updates from Trustees

- (a) Recognition of Visitors
- (b) Announcements
- (c) Any materials not included in packages available to the public

2. Adoption of Agenda

3. Presentations, Special Recognitions, Briefs and Questions from the Public

(a) Presentations

Nil.

(b) Special Recognitions

Nil.

(c) Briefs

Budget Brief from Liz Baverstock, President, Richmond Teachers' Association attached.

(d) **Questions from the Public**

Members of the public are invited to come forward with questions regarding agenda items.

Communications Break

4. Executive

5. Approval of Minutes

- (a) Regular meeting of the Board held Wednesday, January 26, 2022 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, January 26, 2022.

6. Business Arising

- (a) **2021 – 2022 Amended Annual Budget Bylaw. BYLAW. 3 READINGS**
Report from the Secretary Treasurer attached.
- (b) **Classroom Ventilation Program**
Report from the Executive Director, Facilities Services attached.

7. New Business

- (a) **Student Mental Health Support**
Presentation from the Director of Instruction – Learning Services; and the District Administrator – Learning Services

8. Questions from the Public: Tonight's Agenda

Members of the public are invited to come forward with questions regarding agenda items.

9. Standing Committee Reports

- (a) **Audit Committee**
Chair: Norman Goldstein
Vice Chair: Donna Sargent

The next meeting will be held on Monday, March 7, 2022.

(b) **Education Committee**

Chair: Heather Larson

Vice Chair: Debbie Tablotney

- (i) **For information:** Minutes of meeting held January 19, 2022 attached.

A meeting was held on February 16, 2022. The next meeting is scheduled for Wednesday, April 20, 2022 at 6 pm.

(c) **Facilities and Building Committee**

Chair: Ken Hamaguchi

Vice Chair: Debbie Tablotney

- (i) **For information:** Minutes of meeting held January 5, 2022 attached.

A meeting was held on February 2, 2022. The next meeting is scheduled for Wednesday, March 2, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

Chair: Donna Sargent

Vice Chair: Ken Hamaguchi

- (i) **For information:** Minutes of meeting held November 17, 2021 attached.

A meeting was held on January 19, 2022. The next meeting is scheduled for February 16, 2022 at 11 am.

(e) **Policy Committee**

Chair: Debbie Tablotney

Vice Chair: Sandra Nixon

- (i) **RECOMMENDATION - Policy 804.1/804.1-R: Community Use of District Facilities/Policy 804.4: Fees for Use of District Facilities**

The next meeting is scheduled for Monday, March 7, 2022 at 11 am.

10. Correspondence

- (a) Nil.

11. Board Committee and Representative Reports

(a) Council/Board Liaison Committee

A meeting was held on February 9, 2022. The next meeting is scheduled for Wednesday, April 13, 2022 at 9:30 am. Meeting location/details to be confirmed.

12. Adjournment



Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
Phone: (604) 668-6000

BOARD OF EDUCATION

Telephone 604 668 6000
Visit our Web Site @ www.sd38.bc.ca

The next meeting is scheduled for Wednesday, March 30, 2022

Contact Persons regarding agenda items:

Superintendent of Schools, Mr. Scott Robinson – 604 668 6081

Secretary Treasurer, Ms. Cindy Wang – 604 668 6012

- Please address any item for an upcoming Agenda to the Chairperson, Board of Education (Richmond) at: 7811 Granville Avenue, Richmond, BC V6Y 3E3.
- Items to include your name and address.
- Items received at the office of the Secretary Treasurer by 9 am the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9am Agenda deadline will be reserved for the next meeting of the Board.
- For further assistance, please contact the Executive Assistant to the Board at 604 295 4302.

COMMITTEE APPOINTMENTS 2022

	AUDIT	EDUCATION	FACILITIES AND BUILDING	FINANCE AND LEGAL	POLICY
Chair	Norman Goldstein	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
Vice-Chair	Donna Sargent	Debbie Tablotney	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon
Member	Sandra Nixon	Richard Lee	Norman Goldstein	Norman Goldstein	Heather Larson
Alternate	Heather Larson	Sandra Nixon	Richard Lee	Heather Larson	Norman Goldstein
Senior Leader	Cindy Wang	Lynn Archer	Cindy Wang/Rick Ryan	Cindy Wang	Scott Robinson

	Cambie Coordinating	Aboriginal Education Enhancement Agreement Advisory Committee	Child Care Development Advisory Committee	Council/Board Liaison Committee	Richmond Sister City Advisory Committee
Rep(s)	Donna Sargent	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon/ Heather Larson	Ken Hamaguchi
Alternate	Richard Lee	Donna Sargent	Heather Larson	Norman Goldstein	Debbie Tablotney
Senior Leader	Cindy Wang/Christel Brautigam	Jane MacMillan	Frank Geyer	Scott Robinson/Cindy Wang	Jason Higo
Reports To	Finance and Legal Com.	Education Com.	Facilities and Building Com.	Board of Education	Education Com.

	BCPSEA	BCSTA Prov. Council	ELL Consortium	Vancouver Coastal Health Authority
Rep(s)	Debbie Tablotney	Norman Goldstein	Donna Sargent	Heather Larson
Alternate	Donna Sargent	Heather Larson	Richard Lee	Sandra Nixon
Senior Leader	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson
Reports To	Board of Education	Board of Education	Education Com.	Education Com.

	SOGI Advisory Committee	Anti-Racism Working Group
Rep(s)	Heather Larson	Ken Hamaguchi
Rep(s)	Sandra Nixon	Debbie Tablotney
Senior Leader	Scott Robinson	Christel Brautigam
Reports To	Education Com.	Board of Education

The Chairperson or Vice Chairperson of the Board is the alternate to all standing committees in the absence of appointed Trustee. All Trustees are encouraged to attend standing committee meetings as they are available.



Richmond Teachers' Association

210 - 7360 Westminster Hwy.

Richmond, BC

V6X 1A1

Tel: 604-278-2539

Fax: 604-278-4320

www.richmondteachersassociation.ca

February 16, 2022

Board of Education
School District No. 38 (Richmond)
7811 Granville Avenue
Richmond, BC V6Y 3E3

Dear Sandra,

Re: Budget Brief

On behalf of the Richmond Teachers' Association, we thank you for the opportunity to submit a budget brief for the upcoming 2022-2023 District budget. While the pandemic has created many challenges, there are positive signs, such as increased student enrollment. The RTA provides the following information that is in alignment with the District Strategic Plan, which should be useful in determining priorities for the 2022-2023 District Budget.

i. Strategic Priority 1 – Inspired Learners

There are many initiatives that the Board has undertaken before and throughout the pandemic. The RTA recognizes that the Board supports teachers and students by funding the Innovation Grant initiatives. While the RTA acknowledges there are current supports that exist for teachers and students, there are a few areas that the Board should consider on supporting:

- Innovation Grants – Truth and Reconciliation, Literacy, Numeracy and Community Engaged Learners
- Additional 5.0 FTE of Counselling
- Trustee Advocacy regarding implementation of the new changes to the Reporting Order

Innovation Grants

Richmond School District and the board has supported teachers and students to infuse Aboriginal Ways of Knowing and First People's Principles into the curriculum; the RTA believes there are more actions needed to further our mutual commitment to Truth and Reconciliation. One of the ways can be by adding an Indigenous Education grant area to support Truth and Reconciliation.

This will support Priority 1, Goal 3 – Indigenous Peoples' history, perspectives, and learning approaches are embedded within district planning and practices. Teachers can access the grant to

further collaborate on Truth and Reconciliation work in classrooms and addition of this focus area will help strengthen our mutual commitment to the Truth and Reconciliation Calls to Action.

The RTA also encourages Trustees and the District to consider expanding the grant areas to specifically identify Literacy and Numeracy. While many of our students have returned to their schools this year, Richmond supported many remote learners, particularly elementary-aged students, during the pandemic. Many families and students faced and may still be facing challenges as we continue in the pandemic, and for some students, engaging in remote learning was difficult. The RTA wants to ensure that students with learning gaps, particularly in critical areas such as literacy and numeracy, are supported, and that gaps are narrowed. The addition of Literacy and Numeracy grant areas support Priority 1, Goal 4, Objectives 1 and 2 – Developing and implementing a K-12 literacy and numeracy vision and framework.

In addition, The RTA encourages a grant area is established to initiate and continue to develop our support for Community Engaged Learners. This grant area could be developed to provide additional opportunities for teachers to engage in inquiry projects to foster inspired learners through equity, inclusion and diversity within the Richmond schools or the greater community of Richmond.

Additional Counselling Support

Prior to the pandemic, the RTA heard from our members that students require more access to mental health supports. Many students echoed this during the conversation when the Board was developing the Strategic Plan. The pandemic has highlighted the utmost importance of everyone's well-being, including mental health. The RTA believes ongoing support is required to increase understanding of mental health issues, so that teachers can better assist students and ensure students are encouraged to seek help. The restored RTA/RSD Collective Agreement outlines the minimum non-enrolling support for counselling. Like all collective agreement ratios, these numbers are minimums that the District can supplement with general operating funds. The current minimum ratio for counselling time is as follows:

Secondary:

1.0 FTE Counselling time for every 360 secondary students. Here are some examples below:

School A of 1400 students must be staffed with 3.89 FTE of counselling support.

School B of 600 students must be staffed with 1.67 FTE of counselling support.

Elementary:

1.0 FTE Counselling time for every 1200 elementary students.

Richmond currently has approximately 13 FTE of Elementary Area Counsellors supporting 37 elementary schools.

This language was negotiated in the early 1990s and has not been bargained since. Since then, there has been an increased wait time to see a counsellor in elementary and secondary schools,

and it must be prioritized to address the most acute needs. Therefore, The RTA requests the Board to add 5.0 FTE of counselling support. To support our students.

Cost 5.0 FTE x \$78,000 ~ \$400,000

The additional counselling support aligns with Priority 1, Goal 1 and 2 – Learners have increased capacity to adapt and thrive in an ever-changing world and the district fosters resilient and healthy life-long learners.

Trustee Advocacy – Implementation of the New Reporting Order

The RTA further requests that Trustees advocate to the Ministry of Education regarding changes to and implementation of the Reporting Order is properly supported by the Ministry of Education. A survey from the Ministry of Education was recently collected from all stakeholders, including the public, regarding proposed changes to the Reporting Order and produced a report "*What we Heard: K-12 Student Progress Reporting*" in December 2021. The report highlights key concerns raised regarding teachers' workloads and the quality and usefulness of feedback generated by teachers to advance students' learning. The RTA recognizes that the District has been supporting teachers in exploring possible changes to the Reporting Order through Innovation Grants. However, the RTA has heard from our members that the workload has significantly increased and some teachers have stopped participating in that grant area due to increase in workload. Some of the support for the implementation could include additional non-instructional days, similar to Curriculum Implementation Days, when the revised curriculum was being implemented, and training/in-service opportunities were provided to teachers. This in-service is especially important when new software or changes to software programs are used as part of the reporting student progress to families. While the final changes to the Reporting Order are not yet known, there should be adequate support when the changes are implemented, and the Ministry of Education should support how the changes are implemented. It reflects Priority 1 Goal 1 Objectives 2 and 4:

- Objective 2 – Support educators to deepen their understanding and effective implementation of the curriculum.
- Objective 4 – Strengthen learning by fully embedding formative assessment practices that involve both students and adults.

ii. Strategic Priority 2 – Equity and Inclusion

The Board has a Strategic Plan that aims to create learning environments that are inclusive and equitable to diverse learners in Richmond. The RTA encourages the Board to consider the following requests to take another step forward in creating an environment where students are, and their families feel welcomed and supported in their educational success.

- Teacher Training/In-Service
- Staffing with mid-year enrollment increase

Teacher Training / In-service

As we move to the endemic state of COVID-19, the RTA believes training should resume and be expanded to all teachers, particularly the SIOP training (Inclusive Practice Training – using

content and language instruction to teach ELL students) that the District has supported. There are a high number of ELL learning in Richmond and this training opportunity would allow Richmond teachers to continue to develop strong ELL pedagogy within their practice. Teachers need the time and training to understand the nuances of language acquisition within content areas that fold in cultural inclusivity and build a strong sense of literacy skills. The RTA acknowledges that the availability of TTOCs can be challenging at various times of the year. However, these opportunities can still exist for teachers if they are also made available as paid summer training. This supports the following objectives in Priority 2, Goals 1 and 2.

- G1. Objective 1 – Support all learners to develop a sense of connection, belonging and positive personal and cultural identity.
- G.1 Objective 3 – Devote focused attention and specialized support to address the individualized needs of learners with disabilities and diverse abilities.
- G.1 Objective 4 – Provide support for staff to increase understanding of and embed evidence-based practices related to the implementation of inclusive learning communities.
- G.2 Objective 4 – Ensure students and staff have access to current and relevant learning resources that reflect the diversity of, and the challenges faced by our community and the world.

Cost for training ~ \$50,000

Staffing with mid-year enrollment increase

Richmond learners are the District's priority, which is reflected in the Strategic Plan. The RTA requests that the staffing for 2022-2023 take into consideration a possible mid-year enrollment increase. Staffing for the 2021-2022 school year was extremely tight, and The RTA recognizes that the Board had to make tough decisions, as we were in deficits. Many of the city centre schools are at full capacity and, with current growth, it is essential spaces are available to welcome new students in their neighbourhood or close to neighbourhood schools. Ensuring that necessary space and supports are accessible is important when teachers are welcoming new students throughout the year. The flexibility of staffing allocations will allow for teachers to be better able to focus their attention and provide specialized support to address the needs of all learners and directly support objectives in Priority 2, Goal 1:

- Objective 2 – Provide equitable and inclusive learning opportunities for all learners.
- Objective 3 – Devote focused attention and specialized support to address the individualized needs of learners with disabilities and diverse abilities.

Cost ~ \$500,000 (CEF Funding – Superintendent approval of a smaller class to ensure space is available within across schools)

iii. Strategic Priority 3 – Optimized Facilities and Technology

The pandemic has highlighted that maintaining a focus on Health and Safety is essential in creating a safe learning environment. The RTA recognizes the Board's advocacy and work to ensure that schools function safely by supplying N-95 masks and air purifiers to classrooms without mechanical ventilation, but this has to be a short-term, temporary measure. The RTA

encourages the Board to action the following items that will support creating learning spaces that are equitable, safe, and conducive to learning.

- Full mechanical ventilations in all schools
- Necessary electrical and boiler upgrades to accommodate the new equipment
- Removal of hazardous materials (i.e., asbestos)

Ventilation in schools

The RTA encourages the Trustees to consider using funds from the Capital Reserve. The upgrades will make an immediate impact on improving the learning environment, but they will also be sustainable in energy efficiency. These upgrades correlate to the following objectives in Priority 3, Goal 2 and 3.

- G.2. Objective 1 – Provide equitable learning environments through effective and efficient facilities planning, management and resources allocation.
- G.2. Objective 2 – Provide clean, healthy, and safe facilities.
- G.3. Objective 2 – Improve energy efficiency, climate resiliency and sustainability of all facilities through capital improvements.

As we remain optimistic that we will transition out of the worldwide pandemic soon, the pandemic has taught us that good ventilation is one of many measures that can enhance students' learning environments, improve public health, and take action on climate change.

Approximate cost ~ \$12 Million (Capital Reserve)

iv. Strategic Priority 4 – A Progressive Workplace

The RTA acknowledges increased access to support provided by the District's Foundations of a Healthy Workplace program. In the Board's Strategic Plan, the Board pursues attracting and retaining the best people and becoming one of the premier school districts to work. With that in mind, the RTA would like to make further requests to the trustees to consider:

- Ergonomic improvements
- EFAP for TTOCs
- Continue to offer vaccine programs

Ergonomic Improvements

Over the years, there has been an increase in administrative tasks that teachers need to complete, and as a result, teachers are spending more time on their laptops. The RTA has heard from our members that many teachers do not have chairs or desks that are conducive to a healthy workplace. Many teachers would benefit from ergonomic supports, such as new chairs, standing desks or standing laptop carts with external keyboards and mice. Teachers spend much of their day standing and moving, and they often bend quickly and awkwardly to access their desks and laptops. The increased ergonomic supports reflect Priority 4, Goals 3 and 4 and the following objectives:

- G.3. Objective 2 – Identify the primary areas of focus to grow or enhance existing supports.
- G.4. Objective 4 – Highlight and promote our District as an employer of choice.

EFAP for TTOCs

The importance of maintaining mental health has been highlighted as we have navigated the worldwide pandemic. The RTA requests the Board to consider making the Employee Family Assistance Program available for TTOCs. The EFAP is a great benefit that is available to contract teachers. The RTA acknowledges that the District grants access to the program to TTOCs upon request, but we would like to see this benefit expanded to all TTOCs, as many teachers are just starting their careers, and teaching is challenging, especially in the early stages.

Approximate Cost ~ \$6,000 (EFAP costs about \$38 per year per teacher. The RTA assumes that the District has approximately ~ 150 TTOCs)

Continuing Vaccine Programs

The RTA continues to support District initiatives on vaccination programs. While it is hard to predict the future concerning COVID-19, vaccination has been one of the key contributors in protecting ourselves from becoming ill. Preventative measures, such as offering the vaccine program is a proactive step that supports all employees.

The access to EFAP for TTOCs and Vaccine programs mirrors Priority 4, Goal 3 and 4 and the following objectives:

- G.3. Objective 2 - Identify the primary areas of focus to grow or enhance existing supports.
- G.3. Objective 4 – Provide opportunities for employees to engage in health and well-being activities.
- G.4. Objective 2 – Review and enhance recruitment and selection practices across the District.
- G.4. Objective 4 – Highlight and promote our District as an employer of choice.

Thank you once again for the opportunity to present our suggestions for the 2022-2023 District budget.

Sincerely,



Liz Baverstock,
President, RTA

cc: Scott Robinson, Superintendent Of Schools
Cindy Wang, Secretary–Treasurer
Tim McCracken, 1st VP, RTA
Steve Wenglowski, 2nd VP, RTA
JW Cho, 3rd VP, RTA

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
OF SCHOOL DISTRICT NO 38 (RICHMOND)
7811 GRANVILLE AVENUE, RICHMOND, BC (via ZOOM)
ON WEDNESDAY, JANUARY 26, 2022
AT 7:00 P.M.**

Present: Chairperson
Vice-Chairperson
Trustees

S. Nixon
H. Larson
N. Goldstein
K. Hamaguchi
R. Lee
D. Sargent
D. Tablotney
S. Robinson
R. Ryan
C. Wang
L. Archer
C. Brautigam
F. Geyer
J. MacMillan
R. Laing
D. Sadler
N. Savory
C. Cleary

Superintendent of Schools
Deputy Superintendent
Secretary Treasurer
Assistant Superintendent
Assistant Superintendent
Executive Director, Facilities Services
Executive Director, Learning Services
Executive Director, Learning & Business Technologies
Director, Communications & Marketing
District Administrator – Equity and Inclusion
Executive Assistant, Recording Secretary

There were technical difficulties for trustees accessing the Public meeting.

Vice Chairperson Larson called the meeting to order at 7:37 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hənq̓əminəm' (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

Secretary-Treasurer Wang - A reminder was made for those who joined the meeting to please ensure that video was turned off and microphones muted to eliminate background noise; there will be two question periods as pertain to the agenda, and questions sent to the Board meeting email account will be read out. For those who have not already submitted questions, there is an opportunity to via: boardmeetings@sd38.bc.ca; or through the Q and A feature in Zoom.

For the public joining the meeting, they are able to listen to the meeting but not speak or use chatbox during the meeting; and an audio/video recording of the meeting will be made available for viewing after this meeting.

1. Recognition of Visitors, Announcements and Updates from Trustees

(a) Recognition of Visitors

The Vice Chairperson welcomed the gallery to the meeting.

- (b) **Trustee Sargent** – Briefs regarding the 2022/2023 Annual Budget will be accepted without prior notice at the February 23, 2022 regular meeting of the Board, March 30, 2022, and April 27, 2022 regular meetings of the Board. Please note that budget updates will be made available on the District's Budget 2022/2023 website. All budget feedback will be considered by the Board as part of the budget process which is anticipated to be completed by May 2022.

The Chairperson joined the meeting at 7:40 pm, Trustee Hamaguchi joined the meeting at 7:42 pm.

Trustee Tablotney – Masks are an integral part of the safety protocol for COVID-19 and the District has been following the Ministry's direction to provide sufficient supplies of three layer masks in our schools. As transmission of COVID-19 increases and public health approaches shift, the Board acknowledges that employees may be experiencing additional worry and concern. As an additional measure to support staff wellbeing, the Board of Education has made the decision to purchase N95 masks and provide these masks to employees who request them. The masks are expected to arrive in early February. Specific information regarding the distribution of masks will be communicated to all employees shortly.

Trustee Larson – Every February, people in Canada are invited to participate in Black History Month festivities and events that honour the legacy of Black Canadians and their communities.

Our school district will celebrate the many achievements of Black Canadians who, throughout history, have contributed greatly to make Canada the culturally diverse, compassionate, and prosperous nation it is today.

Our schools will actively engage in learning opportunities directly related to Black History Month and will share their learning on their school websites, and social media, so the wider community can learn and celebrate together.

Black History Month opens the door not only to conversations about the significant contributions of Black Canadians, but also to the impacts of racism, and our commitment to make the Richmond School District a safe and respectful place for all members of our community.

Trustee Nixon – the Board would like to acknowledge the tragic news of the 93 potential unmarked graves at the former St. Josephs Mission Residential school in Williams Lake, and our hearts go out to the survivors, their families, the community, and everyone who is impacted by this news.

- (c) **Any materials not included in packages available to the public.**

The Secretary Treasurer noted that all materials had been made available to the public.

2. Adoption of Agenda

010/2022 MOVED BY H. LARSON AND SECONDED BY K. HAMAGUCHI:

THAT the Wednesday, January 26, 2022 Regular agenda of the Board of Education (Richmond) be adopted as circulated.

CARRIED

3. Presentations, Special Recognitions, Briefs and Questions from the Public

(a) Presentations

Nil.

(b) Special Recognitions

Nil.

(c) Briefs

Ian Hillman, President, CUPE Local 716 presented a Brief on *Day Custodians* and *iPads for Education Assistants*. The Brief was made available on the District website as an addendum to the agenda package.

Following Mr. Hillman's presentation of the Brief, Trustees had questions and comments around the topics presented. Chairperson Nixon thanked Mr. Hillman and noted that the Board will acknowledge and respond to the Brief.

(d) Questions from the Public

Liz Baverstock, President of Richmond Teachers' Association thanked the Board and the District on the decision to support all employees by supplying the N95 masks.

Ms. Baverstock asked for information on the timeline for the Mitchell Education Centre Project. The Executive Director, Facilities Services responded that operations for the facility would be at the start of the new school year in September.

4. Executive

Jane MacMillan, Executive Director, Learning Services introduced Navshina Savory, District Administrator for Equity and Inclusion. Ms. Savory provided trustees with an update on the work being done within the District for Black History Month.

Ms. Savory provided background regarding efforts by the Learning Services Team to curate and centralize resources including videos, readings, local events, book bundles and websites all highlighting Black history stories.

Resources are accessible to all students and staff to support thoughtful opportunities reflecting on local and national Black history. Ms. Savory provided additional information on activities planned throughout the month of February that recognize the ongoing work and commitment the District has towards equity and inclusion.

The Chairperson thanked Ms. Savory for the update, important work and opportunities for staff and students during Black History Month.

The Superintendent provided information on student attendance since the beginning of January following the return to school after Winter Break. Attendance is monitored daily where data is compared against normal attendance rates at this time of year. The District's daily monitoring would look for sudden increases in either student or staff absences due to illness and if so, then contact Vancouver Coastal Health.

The Superintendent said that fortunately the District has not experienced any areas of concern.

The Superintendent then highlighted events from around the District during the month of January, 2022 in a presentation that will be featured on the District website for the next month.

5. Approval of Minutes

- (a) Regular meeting of the Board held June 23, 2021

011/2022 MOVED BY H. LARSON AND SECONDED BY D. SARGENT:

THAT the Board of Education (Richmond) approve the Minutes of Wednesday, December 15, 2021 Regular meeting as circulated.

CARRIED

- (b) A Record of an In-camera meeting of the Board held December 15, 2021 was included for information.

6. Business Arising

- (a) **Mitchell Education Centre Project**

The Executive Director, Facilities Services, presented background information for the recommendation to expand the scope of work at Mitchell Education Centre to include seismic upgrading for a net additional cost of \$2.2 million. The expansion ensures that the building follows the latest codes and seismic requirements. The recommendation was made after extensive geotechnical and engineering studies and consideration of a number of options by the Richmond Project Team.

Trustees thanked the Executive Director and the Ministry for their support of this project.

012/2022 MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:

THAT the Board of Education (Richmond) approves proceeding with the amended scope of the proposed Mitchell Education Centre and Rideau Park Resource Centre project as presented for an additional maximum cost of \$2.2 million funded from Local Capital Reserves.

CARRIED

7. New Business

- (a) **Daytime Custodial**

The Executive Director, Facilities Services presented a report that included background related to the changes to the Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings (Guidelines), as well as the measures that the District has taken in enhanced environmental cleaning.

With the current status as of August 24, 2021, updates were made to previous Guidelines and in particular, frequency of daily disinfecting of frequently touched surfaces was reduced from at least twice in a 24 hour period to once daily. As part of the 2021/2022 District operating budget, the Board made the decision to allocate 20 FTE custodians for enhanced environmental cleaning during the day at elementary schools.

The services were supported on a temporary basis ending February 28, 2022. The Executive Director then presented four options for the Board's consideration as outlined in the Report. Trustees had questions and comments. The Secretary Treasurer provided costs for the various options as presented.

013/2022 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:

THAT the Richmond Board of Education approve the one-time expenditure of \$170,000 out of the 2021/2022 amended operating budget in order to implement Option 2 of the report - A Gradual Return to Pre-COVID Service Levels.

CARRIED
NEGATIVE: R. LEE

8. Questions from the Public: Tonight's Agenda

Ian Hillman, President, CUPE 716 asked that the District continue to monitor the COVID-19 situation closely, so that should the health situation escalate, there are additional funds for enhanced cleaning.

The Chairperson clarified the Board's approval around the number of daytime elementary custodians and the Executive Director noted that the total is 13.

9. Standing Committee Reports

- (a) **Audit Committee**
Chair: Norman Goldstein
Vice Chair: Donna Sargent

A meeting was held on January 10, 2022.

- (b) **Education Committee**
Chair: Heather Larson
Vice Chair: Debbie Tablotney

- (i) Minutes of the meeting held November 17, 2021 were attached for information.

A meeting was held on January 19, 2022. The next meeting is scheduled for Wednesday, February 16, 2022 at 6 pm.

(c) **Facilities and Building Committee**

Chair: Ken Hamaguchi

Vice Chair: Debbie Tablotney

- (i) Minutes of the meeting held December 1, 2021 were attached for information.

A meeting was held on January 5, 2022. The next meeting is scheduled for Wednesday, February 2, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

Chair: Donna Sargent

Vice Chair: Ken Hamaguchi

- (i) Minutes of the meeting held November 17, 2021 were attached for information.

(ii) **Trustee Expenses for 3 months ending December 31, 2021**

014/2022 MOVED BY D. SARGENT AND SECONDED BY H. LARSON:

WHEREAS the Board of Education of School District No. 38 (Richmond) is paying for expenses incurred by the Trustees in the discharge of their duties;

BE IT RESOLVED that in accordance with the School Act, the Board of Education of School District No. 38 (Richmond) approves the Trustees' expenses paid during the three month period ended December 31, 2021 in the amount of \$1,728.29.

CARRIED

(iii) **2022/2023 Facility Rental Rates**

015/2022 MOVED BY D. SARGENT AND SECONDED BY N. GOLDSTEIN:

THAT the Board approves a 5% increase to both non-commercial (not for profit) and commercial (for profit) facility rental rates for the 2022/2023 fiscal year and;

THAT the Board approves the three-year childcare rental rate schedule as presented herein.

CARRIED

A meeting was held on January 19, 2022. The next meeting is scheduled for February 16, 2022 at 10 am.

- (e) **Policy Committee**
Chair: Debbie Tablotney
Vice Chair: Sandra Nixon

(i) **Policy 401: Recruitment of Personnel**

016/2022 MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:

THAT the Board of Education (Richmond) approve **Policy 401-R/401-G: Recruitment and Selection of Management and Administrative Personnel.**

CARRIED

- (ii) A Notice of Motion for **Policy 804.1/804.1-R: Community Use of District Facilities/Policy 804.4: Fees for Use of District Facilities** was included with the agenda for information.

A meeting was held January 17, 2022. The next meeting is scheduled for Monday, February 14, 2022 at 11 am.

10. Correspondence

- (a) Nil.

11. Board Committee and Representative Reports

- (a) **Council/Board Liaison Committee**

The next meeting is scheduled for Wednesday, February 9, 2022 at 9:30 am via Zoom. Meetings in 2022 will be hosted by the City of Richmond.

12. Adjournment

017/2022 MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:

THAT the Regular meeting of Wednesday, January 26, 2022 of the Board of Education (Richmond) be adjourned at 9:18pm.

CARRIED

S. NIXON,
CHAIRPERSON

C. WANG,
SECRETARY TREASURER

DATE: February 23, 2022
FROM: C. Wang, Secretary Treasurer
SUBJECT: Record of an In-Camera Board Meeting held January 26, 2022

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held January 26, 2022.

- | | | |
|-----|-----------------------------------|--|
| (a) | Briefs and Presentations: | Nil. |
| (b) | Business Arising out of Minutes: | Administrative and personnel items were discussed. |
| (c) | New Business: | An administrative item was discussed. |
| (d) | Executive: | Administrative items were discussed. |
| (e) | Standing Committee Reports: | Administrative items were discussed. |
| (f) | Board Committee and Rep. Reports: | Nil. |
| (g) | Correspondence: | Nil. |
| (h) | Record of Disclosure: | 3 Trustees declared a conflict of interest with an agenda item and left the meeting during the discussion. |

Below find an excerpt from Board Policy which outlines those matters that constitute In-Camera material.

Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;

To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

Report to the Board of Education (Richmond) Public

DATE: February 23, 2022

FROM: Cindy Wang, Secretary Treasurer

SUBJECT: 2021/2022 Amended Annual Budget Bylaw

RECOMMENDATION

THAT the Board of Education (Richmond) approve the 2021/2022 Amended Annual Budget Bylaw by way of three readings and that the Board authorizes the Chair of the Board, Superintendent and Secretary Treasurer to sign the 2021/2022 Amended Annual Budget Bylaw and submit the 2021/2022 Amended Annual Budget Bylaw together with the 2021/2022 Amended Annual Budget to the Ministry of Education by February 28, 2022.

BACKGROUND

As directed by the Ministry of Education, the 2021/2022 Amended Annual Budget (attached) has been prepared in accordance with the Public Sector Accounting Board (PSAB) standards for not-for-profit organizations, and Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board. This format requires the Board to approve the 2021/2022 Amended Annual Budget Bylaw amount of \$290,586,771 which is comprised of the Operating, Special Purpose and Capital Funds.

The 2021/2022 Amended Annual Budget reflects the announced Interim Operating Grant from the Ministry of Education based on the September 30, 2021, student enrolment count. The February and May 2022 counts are based on estimates.

2021/2022 HIGHLIGHTS

Operating Fund:

Revenue: *(Schedules 2 & 2A)*

Overall, the 2021/2022 Amended Annual Budget Operating Fund revenue is \$4.6 million more than the 2021/2022 Annual Budget. It is mainly the result of:

- \$4.1 million increase in Operating Grant due to enrolment growth (\$2.6 million), increase in Special Education Level 2 and 3 (\$0.8 million), increase in ELL (\$0.2 million) and salary differential (\$0.5 million), and

- \$0.5 million increase due to the K-12 Integrated Children and Youth Grant funding.

Expenditures: *(Schedules 2, 2B & 2C)*

Overall, the 2021/2022 Amended Annual Budget Operating Fund expenditures is \$4.6 million more than the 2021/2022 Annual Budget. It is mainly the result of:

- \$1.1 million increase in teacher salaries due to increase in student enrolment (7.5 FTE-\$0.6 million) and K-12 integrated Children and Youth clinical counsellors (4 FTE-\$0.5 million),
- \$0.7 million increase in educational assistants (15 FTE) due to increase special education student,
- \$0.2 million increase in support staff due to extension of 8 temporary custodians. With the five (5) Early AM Opening Services to Schools (EAOSS), a total of 13 positions will remain in this temporary program for the remainder of the school year,
- \$1.0 million increase in substitutes costs due to increase in sick and other leaves,
- \$0.7 million increase in benefit costs due to increase in staffing and employer benefit costs,
- \$0.2 million increase in supplies costs due to COVID related PPE and cleaning supplies, and
- \$0.7 million increase in utility costs due to the increase ventilation costs in schools and a colder winter.

Special Purpose Fund: (Schedules 3 & 3A)

Overall, the 2021/2022 Amended Annual Budget Special Purpose Fund grant revenue received is \$4.7 million higher than the 2021/2022 Annual Budget. It is mainly the result of:

- One-time Provincial Safe Return to Schools Restart: Health and Safety funding (\$0.5 million),
- Increase in the Mental Health in Schools (\$0.2 million),
- Increase in the CEF Staffing funding (\$6.1 million),
- Increase in the CEF Remedy funding (\$0.2 million), and
- Decrease in School Generated Funds (\$2.3 million) due to COVID-19 restrictions.

The corresponding expenses of the Special Purpose Fund are adjusted accordingly.

Capital Fund: (Schedule 4)

The transfer to Local Capital from the Operating Fund (\$2.4 million) is reflected in the Capital Fund.

Respectfully submitted,

Cindy Wang
Secretary Treasurer

Attachment: 2021/2022 Amended Annual Budget

Amended Annual Budget

School District No. 38 (Richmond)

June 30, 2022

School District No. 38 (Richmond)

June 30, 2022

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND)
(called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant
to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 38 (Richmond) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$290,586,771 for the 2021/2022 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 23rd DAY OF FEBRUARY, 2022;

READ A SECOND TIME THE 23rd DAY OF FEBRUARY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF FEBRUARY, 2022;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 38 (Richmond)
Amended Annual Budget Bylaw 2021/2022, adopted by the Board the 23rd DAY OF FEBRUARY, 2022.

Secretary Treasurer

School District No. 38 (Richmond)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	20,365.638	19,999.194
Adult	62.063	60.250
Other	587.188	583.250
Total Ministry Operating Grant Funded FTE's	21,014.888	20,642.694
Revenues	\$	\$
Provincial Grants		
Ministry of Education	242,610,311	230,518,314
Other	27,670	353,000
Federal Grants	1,712,790	1,658,392
Tuition	15,152,958	14,635,234
Other Revenue	4,502,478	6,519,314
Rentals and Leases	1,147,183	1,243,926
Investment Income	1,113,326	1,098,380
Amortization of Deferred Capital Revenue	9,766,983	10,048,735
Total Revenue	276,033,699	266,075,295
Expenses		
Instruction	227,716,559	218,861,595
District Administration	7,343,790	7,327,350
Operations and Maintenance	46,089,974	45,764,012
Transportation and Housing	1,921,664	1,834,339
Debt Services	182,000	200,000
Total Expense	283,253,987	273,987,296
Net Revenue (Expense)	(7,220,288)	(7,912,001)
Budgeted Allocation (Retirement) of Surplus (Deficit)	3,600,134	3,600,134
Budgeted Surplus (Deficit), for the year	(3,620,154)	(4,311,867)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,620,154)	(4,311,867)
Budgeted Surplus (Deficit), for the year	(3,620,154)	(4,311,867)

School District No. 38 (Richmond)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	218,771,672	214,214,402
Special Purpose Funds - Total Expense	47,302,531	41,788,415
Special Purpose Funds - Tangible Capital Assets Purchased	886,147	767,377
Capital Fund - Total Expense	17,179,784	17,984,479
Capital Fund - Tangible Capital Assets Purchased from Local Capital	6,446,637	4,767,118
Total Budget Bylaw Amount	290,586,771	279,521,791

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
--	-------------

Signature of the Superintendent	Date Signed
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Signature of the Secretary Treasurer	Date Signed
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School District No. 38 (Richmond)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(7,220,288)	(7,912,001)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(886,147)	(767,377)
From Local Capital	(6,446,637)	(4,767,118)
From Deferred Capital Revenue	(23,358,357)	(18,842,588)
From Capital Leases	(3,600,000)	(3,570,000)
Total Acquisition of Tangible Capital Assets	(34,291,141)	(27,947,083)
Amortization of Tangible Capital Assets	16,997,784	17,784,479
Total Effect of change in Tangible Capital Assets	(17,293,357)	(10,162,604)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(24,513,645)	(18,074,605)

School District No. 38 (Richmond)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund

Year Ended June 30, 2022

	Operating Fund	Special Purpose Fund	Capital Fund	2022 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	14,944,287	-	175,868,932	190,813,219
Changes for the year				
Net Revenue (Expense) for the year	(1,243,634)	886,147	(6,862,801)	(7,220,288)
Interfund Transfers				
Tangible Capital Assets Purchased		(886,147)	886,147	-
Local Capital	(2,356,500)		2,356,500	-
Net Changes for the year	(3,600,134)	-	(3,620,154)	(7,220,288)
Budgeted Accumulated Surplus (Deficit), end of year	11,344,153	-	172,248,778	183,592,931

School District No. 38 (Richmond)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	199,884,423	195,297,074
Other	27,670	353,000
Tuition	15,152,958	14,635,234
Other Revenue	763,278	852,954
Rentals and Leases	1,147,183	1,243,926
Investment Income	552,526	588,580
Total Revenue	217,528,038	212,970,768
Expenses		
Instruction	182,296,096	178,593,550
District Administration	6,473,967	6,550,312
Operations and Maintenance	28,456,190	27,587,510
Transportation and Housing	1,545,419	1,483,030
Total Expense	218,771,672	214,214,402
Net Revenue (Expense)	(1,243,634)	(1,243,634)
Budgeted Prior Year Surplus Appropriation	3,600,134	3,600,134
Net Transfers (to) from other funds		
Local Capital	(2,356,500)	(2,356,500)
Total Net Transfers	(2,356,500)	(2,356,500)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 38 (Richmond)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	196,653,847	192,566,572
Other Ministry of Education Grants		
Pay Equity	2,215,706	2,215,706
Funding for Graduated Adults	246,150	246,150
Student Transportation Fund	21,608	21,608
Support Staff Benefits Grant	219,746	219,746
FSA Scorer Grant	27,292	27,292
ELF Implementation	4,104	-
K-12 ICY Clinical Counsellor Funding	495,970	-
Total Provincial Grants - Ministry of Education	199,884,423	195,297,074
Provincial Grants - Other	27,670	353,000
Tuition		
Summer School Fees	195,140	477,170
Continuing Education	867,368	989,064
International and Out of Province Students	14,090,450	13,169,000
Total Tuition	15,152,958	14,635,234
Other Revenues		
Other School District/Education Authorities	504,000	504,000
Miscellaneous		
Cafeteria	257,278	341,954
Miscellaneous	2,000	7,000
Total Other Revenue	763,278	852,954
Rentals and Leases	1,147,183	1,243,926
Investment Income	552,526	588,580
Total Operating Revenue	217,528,038	212,970,768

School District No. 38 (Richmond)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Salaries		
Teachers	93,164,185	92,057,143
Principals and Vice Principals	13,319,147	13,382,893
Educational Assistants	16,555,650	15,869,738
Support Staff	22,009,096	22,053,047
Other Professionals	5,953,736	5,895,053
Substitutes	8,800,118	7,703,414
Total Salaries	159,801,932	156,961,288
Employee Benefits	39,868,898	39,190,999
Total Salaries and Benefits	199,670,830	196,152,287
Services and Supplies		
Services	6,638,375	6,487,020
Student Transportation	12,155	12,155
Professional Development and Travel	825,128	823,157
Rentals and Leases	279,466	253,003
Dues and Fees	136,743	131,150
Insurance	522,749	522,749
Supplies	6,423,814	6,268,647
Utilities	4,262,412	3,564,234
Total Services and Supplies	19,100,842	18,062,115
Total Operating Expense	218,771,672	214,214,402

School District No. 38 (Richmond)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	72,137,519	2,439,164		1,088,735		6,526,744	82,192,162
1.03 Career Programs	204,949			533,698			738,647
1.07 Library Services	1,467,638			601,997			2,069,635
1.08 Counselling	2,391,577						2,391,577
1.10 Special Education	6,356,432		16,555,650			916,133	23,828,215
1.30 English Language Learning	6,143,837			158,063			6,301,900
1.31 Indigenous Education	258,524			35,554			294,078
1.41 School Administration		10,198,486		4,559,838		420,985	15,179,309
1.60 Summer School	757,497	112,552					870,049
1.61 Continuing Education	670,322	396,968		121,792	88,567	249,706	1,527,355
1.62 International and Out of Province Students	2,775,890	18,739		167,444	695,264	77,444	3,734,781
1.64 Other							-
Total Function 1	93,164,185	13,165,909	16,555,650	7,267,121	783,831	8,191,012	139,127,708
4 District Administration							
4.11 Educational Administration				198,537	1,802,046	10,669	2,011,252
4.40 School District Governance					197,574		197,574
4.41 Business Administration		153,238		953,796	1,580,180	1,766	2,688,980
Total Function 4	-	153,238	-	1,152,333	3,579,800	12,435	4,897,806
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				393,949	1,590,105	989	1,985,043
5.50 Maintenance Operations				11,596,184		495,400	12,091,584
5.52 Maintenance of Grounds				812,701			812,701
5.56 Utilities							-
Total Function 5	-	-	-	12,802,834	1,590,105	496,389	14,889,328
7 Transportation and Housing							
7.70 Student Transportation				786,808		100,282	887,090
Total Function 7	-	-	-	786,808	-	100,282	887,090
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	93,164,185	13,319,147	16,555,650	22,009,096	5,953,736	8,800,118	159,801,932

School District No. 38 (Richmond)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	82,192,162	20,598,747	102,790,909	3,566,187	106,357,096	104,053,875
1.03 Career Programs	738,647	185,117	923,764	417,775	1,341,539	1,302,464
1.07 Library Services	2,069,635	518,686	2,588,321	365,554	2,953,875	3,065,535
1.08 Counselling	2,391,577	599,370	2,990,947	6,437	2,997,384	3,366,773
1.10 Special Education	23,828,215	5,971,754	29,799,969	729,683	30,529,652	29,124,152
1.30 English Language Learning	6,301,900	1,579,363	7,881,263	14,692	7,895,955	8,160,943
1.31 Indigenous Education	294,078	73,701	367,779	57,188	424,967	423,153
1.41 School Administration	15,179,309	3,804,192	18,983,501	461,980	19,445,481	19,431,326
1.60 Summer School	870,049	165,138	1,035,187	22,398	1,057,585	1,060,345
1.61 Continuing Education	1,527,355	290,197	1,817,552	265,230	2,082,782	1,936,308
1.62 International and Out of Province Students	3,734,781	935,999	4,670,780	2,529,186	7,199,966	6,659,279
1.64 Other	-	-	-	9,814	9,814	9,397
Total Function 1	139,127,708	34,722,264	173,849,972	8,446,124	182,296,096	178,593,550
4 District Administration						
4.11 Educational Administration	2,011,252	504,054	2,515,306	187,419	2,702,725	2,684,256
4.40 School District Governance	197,574	14,838	212,412	140,867	353,279	352,583
4.41 Business Administration	2,688,980	673,904	3,362,884	55,079	3,417,963	3,513,473
Total Function 4	4,897,806	1,192,796	6,090,602	383,365	6,473,967	6,550,312
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,985,043	497,485	2,482,528	959,441	3,441,969	3,420,623
5.50 Maintenance Operations	12,091,584	3,030,356	15,121,940	4,414,844	19,536,784	19,402,490
5.52 Maintenance of Grounds	812,701	203,677	1,016,378	198,647	1,215,025	1,200,163
5.56 Utilities	-	-	-	4,262,412	4,262,412	3,564,234
Total Function 5	14,889,328	3,731,518	18,620,846	9,835,344	28,456,190	27,587,510
7 Transportation and Housing						
7.70 Student Transportation	887,090	222,320	1,109,410	436,009	1,545,419	1,483,030
Total Function 7	887,090	222,320	1,109,410	436,009	1,545,419	1,483,030
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	159,801,932	39,868,898	199,670,830	19,100,842	218,771,672	214,214,402

School District No. 38 (Richmond)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	42,725,888	35,221,240
Federal Grants	1,712,790	1,658,392
Other Revenue	3,739,200	5,666,360
Investment Income	10,800	9,800
Total Revenue	48,188,678	42,555,792
Expenses		
Instruction	45,420,463	40,268,045
District Administration	869,823	777,038
Operations and Maintenance	1,012,245	743,332
Total Expense	47,302,531	41,788,415
Net Revenue (Expense)	886,147	767,377
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(886,147)	(767,377)
Total Net Transfers	(886,147)	(767,377)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

Schedule 3A

	Annual Facility Grant \$	Learning Improvement Fund \$	Scholarships and Bursaries \$	School Generated Funds \$	Strong Start \$	Ready, Set, Learn	OLEP \$	CommunityLINK \$	Classroom Enhancement Fund - Overhead \$
Deferred Revenue, beginning of year	-	289,249	1,025,095	5,119,733	67,324	97,946	53,718	28,021	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	811,644	670,460			224,000	93,100	293,110	785,631	4,841,324
Federal Grants									
Other			20,000	3,000,000					
Investment Income			10,000						
	811,644	670,460	30,000	3,000,000	224,000	93,100	293,110	785,631	4,841,324
Less: Allocated to Revenue Recovered	811,644	959,709	80,000	3,250,000	291,324	191,046	346,828	813,652	4,841,324
Deferred Revenue, end of year	-	-	975,095	4,869,733	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	811,644	959,709			291,324	191,046	346,828	813,652	4,841,324
Federal Grants									
Other Revenue			70,000	3,250,000					
Investment Income			10,000						
	811,644	959,709	80,000	3,250,000	291,324	191,046	346,828	813,652	4,841,324
Expenses									
Salaries									
Teachers						35,916	97,595		
Principals and Vice Principals									206,745
Educational Assistants		799,158			125,440	16,220		345,180	1,889,555
Support Staff									647,684
Other Professionals									159,632
Substitutes							17,159		853,379
	-	799,158	-	-	125,440	52,136	114,754	345,180	3,756,995
Employee Benefits		160,551			31,360	13,034	24,399	86,295	939,249
Services and Supplies	70,577		80,000	3,250,000	134,524	125,876	207,675	382,177	
	70,577	959,709	80,000	3,250,000	291,324	191,046	346,828	813,652	4,696,244
Net Revenue (Expense) before Interfund Transfers	741,067	-	-	-	-	-	-	-	145,080
Interfund Transfers									
Tangible Capital Assets Purchased	(741,067)								(145,080)
	(741,067)	-	-	-	-	-	-	-	(145,080)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

Schedule 3A

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Federal Safe Return to Class Fund	Provincial Resource Program	Provincial Early Years	Educational Trust Fund
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	24,359	-	-	-	208,173	185,787	183,688
Add: Restricted Grants									
Provincial Grants - Ministry of Education	32,344,010	178,164	113,395	6,000	465,970		841,174	460,470	
Federal Grants									
Other									380,000
Investment Income									800
	32,344,010	178,164	113,395	6,000	465,970	-	841,174	460,470	380,800
Less: Allocated to Revenue Recovered	32,344,010	178,164	137,754	6,000	465,970	-	847,419	466,044	420,000
Deferred Revenue, end of year	-	-	-	-	-	-	201,928	180,213	-
	-	-	-	-	-	-	-	-	144,488
Revenues									
Provincial Grants - Ministry of Education	32,344,010	178,164	137,754	6,000	465,970		847,419	466,044	
Federal Grants									
Other Revenue									419,200
Investment Income									800
	32,344,010	178,164	137,754	6,000	465,970	-	847,419	466,044	420,000
Expenses									
Salaries									
Teachers	25,875,208						461,910	206,417	
Principals and Vice Principals									
Educational Assistants									
Support Staff									
Other Professionals					394,222		55,250	62,348	
Substitutes		146,036							
	25,875,208	146,036	-	-	394,222	-	517,160	268,765	-
Employee Benefits	6,468,802	32,128			71,748		129,290	67,191	
Services and Supplies			137,754	6,000			200,969	130,088	420,000
	32,344,010	178,164	137,754	6,000	465,970	-	847,419	466,044	420,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 38 (Richmond)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

Schedule 3A

	LINC/ SWIS \$	Just B4 Pilot Program \$	TOTAL \$
Deferred Revenue, beginning of year	54,398	-	7,337,491
Add: Restricted Grants			
Provincial Grants - Ministry of Education		25,000	42,153,452
Federal Grants	1,658,392		1,658,392
Other			3,400,000
Investment Income			10,800
	1,658,392	25,000	47,222,644
Less: Allocated to Revenue	1,712,790	25,000	48,188,678
Recovered			382,141
Deferred Revenue, end of year	-	-	5,989,316
Revenues			
Provincial Grants - Ministry of Education		25,000	42,725,888
Federal Grants	1,712,790		1,712,790
Other Revenue			3,739,200
Investment Income			10,800
	1,712,790	25,000	48,188,678
Expenses			
Salaries			
Teachers	104,160		26,781,206
Principals and Vice Principals			206,745
Educational Assistants		16,000	3,191,553
Support Staff	469,247		1,628,751
Other Professionals	97,713		257,345
Substitutes	362,000		1,378,574
	1,033,120	16,000	33,444,174
Employee Benefits	254,637	4,000	8,282,684
Services and Supplies	425,033	5,000	5,575,673
	1,712,790	25,000	47,302,531
Net Revenue (Expense) before Interfund Transfers	-	-	886,147
Interfund Transfers			
Tangible Capital Assets Purchased			(886,147)
	-	-	(886,147)
Net Revenue (Expense)	-	-	-

School District No. 38 (Richmond)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		550,000	550,000	500,000
Amortization of Deferred Capital Revenue	9,766,983		9,766,983	10,048,735
Total Revenue	9,766,983	550,000	10,316,983	10,548,735
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	16,621,539		16,621,539	17,433,170
Transportation and Housing	376,245		376,245	351,309
Debt Services				
Capital Lease Interest		182,000	182,000	200,000
Total Expense	16,997,784	182,000	17,179,784	17,984,479
Net Revenue (Expense)	(7,230,801)	368,000	(6,862,801)	(7,435,744)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	886,147		886,147	767,377
Local Capital		2,356,500	2,356,500	2,356,500
Total Net Transfers	886,147	2,356,500	3,242,647	3,123,877
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	3,361,105	(3,361,105)	-	
Tangible Capital Assets WIP Purchased from Local Capital	3,085,532	(3,085,532)	-	
Principal Payment				
Capital Lease	2,917,000	(2,917,000)	-	
Total Other Adjustments to Fund Balances	9,363,637	(9,363,637)	-	
Budgeted Surplus (Deficit), for the year	3,018,983	(6,639,137)	(3,620,154)	(4,311,867)

Report to the Board of Education PUBLIC

DATE: 23 February 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Proposed Classroom Ventilation Program

The following report is for information only. No further action on the part of the Board of Education is required at this time.

STRATEGIC PLAN REFERENCE

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*

BACKGROUND

The COVID pandemic has highlighted one major deficiency in many older Richmond public schools – many classrooms, libraries, multipurpose rooms, staff rooms and offices do not have mechanical ventilation to move and exchange air with mixed fresh air, as any post-1990 school construction includes as part of the National Building Code of Canada. The only means of ventilation is passive – opening windows above heating radiators which then temper the cooler outside air for occupant comfort, which is energy inefficient.

As a temporary means of providing filtered air within classrooms and other spaces (refer to Appendix A for the listing of schools and affected rooms), the Ministry of Education recently committed special funding for school districts to purchase and place air purifiers within these rooms. The units have now been delivered and set up by Facilities Services staff.

DISCUSSION

As the portable air purifiers:

- have a limited lifespan, based on use;
- require more and costlier filter changes than permanent HVAC systems; and
- only filter inside air with no fresh air from outside brought in;

this is really a temporary solution during the pandemic until a permanent solution is installed in these rooms.

Facilities Services is undertaking an in-house analysis of the available technologies and estimate that the maximum cost to energy efficiently and economically retrofit the 11 schools that are currently not scheduled to receive mechanical ventilation as part of the seismic mitigation projects would be in the order of \$12 Million (refer to Appendix B). Project estimates include allowances for electrical and boiler upgrades as necessary to accommodate the new equipment in the older buildings, as well as for hazardous materials (i.e., asbestos) abatement.

Financial Implications:

There is currently a great deal of uncertainty regarding provincial capital funding, due in part to the multiple pressures the provincial government is facing from all sectors as a result of the pandemic as well as recent problems caused by climate change. If the district were to rely on only existing Ministry capital funding (i.e., Annual Facility Grant, School Enhancement Program, Carbon Neutral Capital Program), it would take over 10 years to complete a retrofit.

Facilities Services is recommending that the Board consider approving funding of up to \$12 Million out of its local capital reserve to expedite work on this important program, which would take 16-17 months to complete, and two complete summers would be required. The Board could continue to advocate for special funding from the Ministry and staff would also seek out potential grants from various agencies (NRCan, BC Hydro, Fortis BC, etc.) to help offset some or all of these costs.

The proposed timeline for consideration and a decision are as follows:

Date	Stage
02 February 2022 Facilities & Building Committee (F&BC) (In Camera & Public)	1. Initial report: <ul style="list-style-type: none">• share background info and preliminary proposal with stakeholders• seek preliminary input from committee members and stakeholders
17 February 2022 Trustee Workshop	2. Informal Board discussion: <ul style="list-style-type: none">• further explore rationale for proposal• discuss implications on seismic and new capital projects• discuss capital budget implications
23 February 2022 Board Meeting (In Camera & Public)	3. Report for information from staff: <ul style="list-style-type: none">• update Board on F&BC stakeholder discussions• seek further guidance from Board
02 March 2022 Facilities & Building Committee (Public)	4. Update report from staff: <ul style="list-style-type: none">• further opportunity for stakeholder input• possible committee recommendation to Board
30 March 2022 Board Meeting (Public)	5. Final decision by Board

CONCLUSION

District and provincial stakeholders have indicated a strong desire to see ventilation issues in schools addressed in an urgent manner by Boards of Education. The proposed program was presented to stakeholders at the 02 February 2022 Facilities & Building Committee Public Meeting.

Although the COVID-19 pandemic has highlighted the need for a timely solution, appropriate ventilation is an ongoing need in schools that will exist even after the current pandemic ends. The proposed solution would address the well-documented need for all schools to have fully functioning ventilation systems moving into the future. The target completion date for the program, if approved by the Board, is 31 August 2023.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

APPENDIX A SCHOOLS LACKING FULL MECHANICAL VENTILATION

Group A – Schools Not Being Retrofitted as Part of an Existing Project

School	Rooms	
	Large ^{*1}	Small ^{*2}
Alfred B. Dixon Elementary	14	3
Blundell Elementary	16	4
Daniel Woodward Elementary	17	12
Donald E. McKay Elementary	13	3
Garden City Elementary	7	4
James Gilmore Elementary	22	12
Manoah Steves Elementary	14	2
R.M. Grauer Elementary	13	4
Thomas Kidd Elementary	16	2
Walter Lee Elementary	17	6
William Cook Elementary	9	1

Group B – Schools Scheduled to Be Retrofitted as Part of an Existing Project

School	Rooms	
	Large ^{*1}	Small ^{*2}
F.A. Tomsett Elementary	5	0
James McKinney Elementary	3	3
James Whiteside Elementary	15	5
Mitchell Elementary	3	0
W.D. Ferris Elementary	4	0
William Bridge Elementary	16	0

**1 - Large rooms include classrooms, libraries, multipurpose rooms, staff rooms without mechanical ventilation*

**2 - Small rooms include general offices, PVP offices, resource rooms, special education rooms without mechanical ventilation*

APPENDIX B

ESTIMATED PROGRAM COST, BASED ON JAMES WHITESIDE ELEMENTARY PROJECT

Total HVAC Equipment (Unit Ventilators/Heat Pumps) Required: 177

Average Cost of Unit, Installed: \$40,500

Item	Cost
Supply/Installation Cost of HVAC Equipment	\$7,169,000
Boiler Upgrades at 11 sites @ \$82,500	908,000
Hazmat at 11 sites @ \$44,000	484,000
Electrical Service Upgrades at 10 sites @ \$110,000	1,100,000
Estimated Construction Cost	\$9,661,000
Consultant Fees, Permits @ 12.5%	1,207,000
Contingency @ 10%	966,000
Project Management @ 1%	96,000
Total Program Cost	\$11,930,000

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

EDUCATION COMMITTEE PUBLIC MEETING MINUTES

Minutes of a PUBLIC meeting of Education Committee held virtually via Zoom on Wednesday, November 17, 2021 at 6:00 pm.

Present:

Heather Larson, Chairperson
Debbie Tablotney, Vice-Chairperson
Richard Lee, Trustee Member
Norm Goldstein, Trustee
Ken Hamaguchi, Trustee
Sandra Nixon, Trustee
Lynn Archer, Assistant Superintendent
Larry Antrim, District Vice-Principals – Learning Services
Liz Baverstock, President, Richmond Teachers' Association
JW Cho, Executive Member, Richmond Teachers' Association
Lester Leung, Member, Richmond Association of School Administrators
Jane MacMillan, Executive Director – Learning Services
Dionne McFie, Past President, Richmond District Parents Association
Marie Ratcliffe, District Administrator – Learning Services
Andrew Scallion, President, Richmond District Parents Association
Helen Shen, Executive Assistant (Recording Secretary)

Members of the Public:

The meeting was called to order at 6:07 pm.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The minutes of the meeting held Wednesday, November 17, 2021 were approved as circulated.

3. ENHANCING STUDENT LEARNING REPORT

Staff provided an overview of the Human and Social Development, Career Development, and Specific Student Population sections of the Enhancing Student Learning Report, including: district trends, key findings, as well as strategies and plans moving forward to support increased success. The District has set a goal to make school a safe space for all students, especially for vulnerable students. It is important for students to see themselves as contributing members of their school community; to have opportunities to practice self-

assessment and self-reflection; and to get to know and learn about themselves, self-identify their strengths, and celebrate their own success stories.

4. NEXT MEETING DATE – FEBRUARY 16, 2022.

5. ADJOURNMENT

The meeting adjourned at 7:18 pm.

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

FACILITIES AND BUILDING COMMITTEE MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held via Zoom Meeting, on Wednesday, January 5, 2022 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Debbie Tablotney, Committee Vice-Chairperson
Norman Goldstein, Trustee Member
Sandra Nixon, Trustee
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowksi, 2nd Vice President, Richmond Teachers' Association
Mike Murray, President, Richmond Association of School Administrators
Jason Leslie, Vice President, Richmond Association of School Administrators
Joel Canlas, Richmond Management and Professional Staff
Hugo Madeira, Vice President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

The meeting was called to order at 4:32 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the December 1, 2021 meeting was approved as circulated.

3. FACILITIES PLANNING UPDATE [standing item]

The Executive Director, Facilities Services spoke to his report as included in the agenda package, with the following highlights:

- Finalized a location to set up two temporary portable classrooms at Brighthouse Elementary to accommodate expected enrolment growth in 2022/2023
- Completed enrolment projections for 2022/2023

4. RICHMOND PROJECT TEAM UPDATE [standing item]

The Executive Director, Facilities Services provided an update on major capital projects. He then responded to an inquiry from the President, Richmond Teachers' Association on the status of mechanical system upgrades in schools that are undergoing seismic mitigation. The Executive Director also provided information regarding additional work done over December to upgrade the filters for the school ventilation systems.

Following an inquiry from the Chairperson, discussion ensued on options to improve ventilation and air exchange in schools.

5. FACILITIES SERVICES UPDATE

The Executive Director, Facilities Services spoke to his report as included in the agenda package, with the following highlights:

- District Sustainability & Climate Action Plan adopted by the Board in its December 15, 2021 meeting
- COVID-19 measures continue to be implemented in schools with additional work done for filter upgrading

6. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Meeting minutes from November 3, 2021 were attached for information.

7. NEXT MEETING DATE – Wednesday, February 2, 2022 at 4:30pm

8. ADJOURNMENT

The meeting adjourned at 5:15 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

FINANCE & LEGAL COMMITTEE PUBLIC MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Finance & Legal Committee held via Zoom meeting, on Wednesday, January 19, 2022 at 10:00 a.m.

Present:

Donna Sargent, Chairperson
Ken Hamaguchi, Vice-Chairperson
Norman Goldstein, Trustee Member
Rick Ryan, Deputy Superintendent of Schools
Cindy Wang, Secretary Treasurer
Maria Fu, Assistant Secretary Treasurer
Laura Buchanan, Executive Director, Human Resources*
Frank Geyer, Executive Director, Facilities Services/Richmond Project Team
Cintha Winters, Manager, Operations and Rentals
Ian Hillman, President, Canadian Union of Public Employees 716
Stacey Robinson, 1st Vice-President, Canadian Union of Public Employees 716
Jason Leslie, Vice-President, Richmond Association of School Administrators
Roger Corbin, Richmond Management Administrators Professional Staff
Joyce Coronel, Executive Assistant (Recording Secretary)

**Present for a portion of the meeting*

The Chairperson called the meeting to order at 10:03 am followed by introduction of attendees.

1. APPROVAL OF AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF MINUTES

The minutes of the November 17, 2021 public meeting was approved as circulated.

3. HUMAN RESOURCES UPDATE

The Executive Director, Human Resources provided preliminary information on employee absences due to illness for the week of January 17 to 21. She also noted that plans are in place to mitigate staffing shortages, if necessary. There were no further questions or comments.

The Executive Director, Human Resources left the meeting at 10:14 am.

4. 2020/2021 STATEMENT OF FINANCIAL INFORMATION

The Assistant Secretary Treasurer noted that the 2020/2021 Statement of Financial Information has been completed and is posted on the District website. There were no further questions or comments.

5. TRUSTEES' EXPENSES FOR THE THREE MONTHS ENDING DECEMBER 31, 2021

It was agreed that a **RECOMMENDATION** be forwarded to the January 26, 2022 meeting of the Board:

WHEREAS the Board of Education of School District No. 38 (Richmond) is paying for expenses incurred by the Trustees in the discharge of their duties,

BE IT RESOLVED that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses paid during the three-month period ended December 31, 2021, in the amount of \$1,728.29.

6. 2019/2020 to 2021/22 BUDGET ADJUSTMENTS UPDATE

The Assistant Secretary Treasurer spoke to her report as included in the agenda package. She then responded to questions from Trustees regarding her report.

7. 2022/2023 FACILITY RENTAL RATES

The Executive Director, Facilities Services spoke to his report as included in the agenda package. He also advised that a 5% increase in rental rates be considered to reflect actual costs to operate and maintain rental spaces.

Following discussion, it was agreed that a **RECOMMENDATION** be forwarded to the January 26, 2022 meeting of the Board:

THAT the Board approves a 5% increase to both non-commercial (not-for-profit) and commercial (for profit) facility rental rates for the 2022/2023 fiscal year **AND THAT** the Board approves the three-year childcare rental rate schedule as presented herein.

8. NEXT MEETING DATE – WEDNESDAY FEBRUARY 16, 2022 at 10:00 am

The Chairperson proposed an earlier start time of 10:00 am for future Public Committee meetings until further notice.

9. ADJOURNMENT

The meeting adjourned at 10:43 am.

Respectfully Submitted,

Donna Sargent, Chairperson
Finance & Legal Committee

Report to the Board of Education (Richmond) Public

DATE: February 23, 2022

FROM: Trustee Debbie Tablotney, Chairperson, Policy Committee

SUBJECT: **Policy 804.1/804.1-R: Community Use of District Facilities/Policy 804.4: Fees for Use of District Facilities**

RECOMMENDATION

THAT the Board of Education (Richmond) approve **Policy 804.1/804.1-R: Community Use of District Facilities/Policy 804.4: Fees for Use of District Facilities.**

BACKGROUND

In August 2020, the provincial government amended the School Act and the issued a new, prescriptive Ministerial Order M326 pertaining to the provision of childcare programs on board property. In December 2020, a legal opinion was provided by BCSTA to boards of education regarding the need to revise their policies to reflect these changes.

Based on the information received from BCSTA legal counsel and further to feedback received to date, senior District staff have collaborated on Board Policy 804.1, Regulation 804.1-R and Administrative Guidelines 804.1-G – Community Use of District Facilities, as well as Board Policy 804.4 – Fees for Use of District Facilities and Administrative Guidelines 804.4-G – Schedule of Charges for Use of District Facilities, to incorporate the requirements contained in Ministerial Order M326 – Child Care Order, as well as to modernize text.

At the 14 June 2021 Policy Committee Public Meeting, the draft revised Board Policies 804.1 and 804.4, Regulation 804.1-R, and Administrative Guidelines 804.1-G and 804.4-G were presented for information and review.

At the 27 September 2021 Policy Committee Public Meeting, revised draft documents were presented, based on feedback received to date, and it was agreed by the Committee that a Notice of Motion be brought to the October Board meeting as a Recommendation to the Board that Draft Policies 804.1/804.4 be placed into the Stakeholder Review process with a timeline of two months.

At the 27 October 2021 Public Board meeting, the Board approved the motion, in accordance with Board Policy 204: Creation and Revision of Policy and Regulations, to place revised Board Policies 804.1 and 804.4, Regulation 804.1-R, and Administrative Guidelines 804.1-G and 804.4-G into the stakeholder review process for questions and feedback by 03 December 2021. No new feedback was received from stakeholders.

SUMMARY

Replacement of Board Policy 804.1, Regulation 804.1-R and Administrative Guidelines 804.1-G – Community Use of District Facilities, Board Policy 804.4 – Fees for Use of District Facilities and Administrative Guidelines 804.4-G – Schedule of Charges for Use of District Facilities.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Policy Committee

COMMUNITY RELATIONS

Policy 804.1 **(previously Policy 1004.1)**

Community Use of District Facilities

The Board of Education encourages community use of District facilities consistent with the values and philosophy of the District. In particular, the Board supports using District facilities to enhance access to licensed childcare that practices the guiding principles of early learning, equity, inclusivity, Indigenous reconciliation, and advances a more holistic system of education.

COMMUNITY RELATIONS

Policy 804.1-R (previously Policy 1004.1-R)

Community Use of District Facilities

Richmond School District facilities may be used by groups, organizations, and individuals within the community according to the following guidelines:

Priority for the Use of District Facilities

The following order of priority will be adhered to in the use of school facilities:

1. District educational activities including early learning programs and extra-curricular programs
2. Childcare programs (both operated privately, or Board operated)
3. Richmond Continuing Education classes
4. School community groups
5. Groups booked through the City of Richmond
6. Others

Once a reservation is accepted through the Facility Rentals, cancellation will only occur if the facility reserved is required by the school, by Richmond Continuing Education, or for some special function such as an election. A minimum of seven (7) days' notice will normally be given in the event that cancellation is necessary.

Priority for the Use of Neighbourhood Learning Centres

In the case of a Neighbourhood Learning Centre (NLC), priority for usage will be given to community groups and/or organizations which:

1. Serve the Richmond community
2. Encompass the broad spectrum of literacy
3. Are of mutual benefit to both the school and the community at large
4. Are non-profit
5. Provide an array of services, support and resources for individuals from infants to seniors

Liability

Persons using District property are responsible for carrying their own accident insurance protection and must provide the District with evidence of coverage. The Board carries liability insurance to indemnify it against its liability as the owner of the school and facility, and the negligence of its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the person suffering the injury or damage.

Equipment

Any District equipment may be used only with the permission of the school principal.

Consumption of Alcoholic Beverages on District Property

Groups requesting use of District facilities who may be consuming alcohol are required to provide a written request to the Superintendent of Schools. The Superintendent may impose such restrictions upon approved requests as may be considered necessary.

A liquor license must be obtained by the group requesting use of the facility. The group must provide evidence that they have obtained a host liquor liability insurance policy for the benefit of the group and the Board.

Damage, Loss or Theft

Groups using school district facilities shall accept responsibility for the cost of repairing any damage occurring during community use, and/or of replacing any equipment lost or stolen during such use; and shall pay any resultant costs. Any group failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

Reservation and Cancellation

A minimum of one week's notice is required for a reservation and for cancellation.

Rental Charges

The Board shall, in accordance with District Policy 804.4 – Fees for Use of District Facilities, set and annually review a Schedule of Charges for the use of District facilities. The Schedule of Charges shall be available on the District website and from the Facility Rentals Office.

Special requests for access to District facilities which are not covered by the normal regulations and the established schedule of charges may be submitted, in writing, to the Secretary-Treasurer for approval. Charges for such special rental situations shall be set on an individual basis by the Secretary-Treasurer.

For a request to be considered for a no-cost rental of NLC space, all of the following criteria must be met:

- All organizations must be non-profit community groups.
The non-profit organization must provide evidence to the Richmond School District that it is operating on a non-profit basis, and its program must provide a definitive community service for residents of Richmond in one, or both, of the following areas:
 1. Promoting and enhancing the broad spectrum of literacy.
 2. Enhancing the provision of childcare programs that practice the shared principles of early learning, Indigenous reconciliation and inclusivity.
 3. Improving learning for those who are economically disadvantaged.
- In its request for the use of the NLC, the non-profit organization must submit an outline of their program to the District that includes:
 1. The objectives of the program.
 2. A profile of the clientele being served.
 3. A schedule of dates and times for the use of the NLC.
 4. The space, furniture and other infrastructural needs of the program.
 5. The estimated number of clients and staff involved in the program.
 6. The processes involved in assessing the success of the program in meeting its objectives.
- The rental should be for a short term period only.
- The request, when considered in conjunction with other approved no-cost rentals of NLC space, must result in a mix of users, programs and agencies that represents the broad spectrum of Richmond community services.

The intent of the criteria in this step is to ensure that the no-cost option is available to as broad a spectrum of non-profit user groups as possible, so that the many segments of the Richmond community that require support can benefit without any group dominating the use of the space at the expense of others.

Capacity

Occupancy/seating capacity of each facility will be limited, as determined by Fire Marshall regulations.

Forfeiture of Use

In the event of violation of any of the foregoing, the Board reserves the right to cancel the use of any school facility and/or equipment.

Childcares

Licensed childcare programs are permitted to license space that is not required for K-12 educational programs, early learning programs or extra-curricular activities in school facilities or on school grounds and/or to locate a portable building on school grounds, provided that their program will not unfavourably impact student safety, affect District programs and meet requirements of local government. Use of any school facility by a childcare operator requires a written agreement through a "License to Occupy". Applicants shall meet all District, municipal and childcare licensing requirements.

Should a relocation of an existing licensed childcare operator or termination of an existing childcare license be necessitated, the Board must, without delay, provide the Minister of Education with written notification of the decision in a form and with the information specified by the Ministry.

COMMUNITY RELATIONS

Policy 804.1-G (previously Policy 1004.1-G)

Community Use of District Facilities

Application and Reservations

The District's application forms shall be used for the submission of all requests for use; one copy of the application form will be returned to the user with an indication of the rental charges and that the reservation has been made.

Reservations shall coincide with the school year for the purpose of seasonal and annual use.

Priority will be given to long term reservations wherever possible.

Schools may not be available during July and August, as it is during this period that the annual cleaning occurs. However, every effort will be made to accommodate groups during this period.

Supervision

A District employee shall be on duty at all times whilst the community is using the school. The Board does not accept liability or responsibility for the supervision of community activities. The District's employee who is on duty during the event will provide direction as to the appropriate use of the District's facility. The community is required to ensure that there is appropriate supervision of their activities.

Reports

Reports of injury, damage, littering, or misconduct resulting from organized community use of District facilities shall be submitted by the principal or site manager to the offices of the Secretary-Treasurer and the Executive Director, Facilities Services. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer's office immediately.

Major Community Events Exempt from Cancellation

To assist the community in organizing major events where there is a need to guarantee the use of a school, the school district will accept reservations for space at a specific school and guarantee the reservation if all of the following conditions have been met:

1. The organizers have secured, in writing, a commitment from the school principal that the school does not require the use of its own facility on the date(s) of the event;
2. The organizers have put their request in writing to the Facility Rentals office six (6) months prior to the event and have provided the following information:
 - i. the date(s) of the event
 - ii. the nature of the event
 - iii. a copy of the letter from the school principal or site manager (1. above)
 - iv. the number of participants expected at the event (exclusive of spectators)
 - v. the facilities required in the school/District facility, and
 - vi. any other information that pertains to the use of the school during the event;
3. The event has 100 or more participants, exclusive of spectators;

4. Pursuant to the Schedule of Charges, a non-refundable deposit of 10% of the total anticipated charges to be paid six (6) months in advance of the event, and the balance to be paid two (2) weeks in advance of the event.

Childcares

1. Consultation

The District will establish a Childcare Early Learning Advisory (hereafter referred to as the Advisory):

- a) The Advisory will act in a consultation and advisory capacity for childcare located in and on District facilities and grounds.
- b) The Advisory will meet annually.
- c) The Advisory may be comprised of representatives from the District, both education and facilities staff, and representatives from the City of Richmond, Vancouver Coastal Health, Indigenous community members, Inclusion BC, and Ministry of Children and Family Development.

2. New Licensed Childcare Applications

- a) The Facility Rentals office shall receive written applications by individuals and groups interested in operating a licensed childcare program within an operating District facility, or on a school site. The applications must contain the specific site(s) desired, type of childcare operation (out-of-school care, preschool, 3-5 year old care, etc.) and whether the applicant is a non-profit or commercial operation.
- b) Facilities Planning will conduct a preliminary review to:
 - assess the need for a childcare program in the neighbourhood, through consultation with District early learning staff and the City of Richmond;
 - confirm if the application is consistent with the District Long Range Facilities Plan and educational programming for the specific location;
 - determine the feasibility of accommodating the specific request for childcare space, either through conversion of an existing space within a school, placement of a portable/modular building at the school site, or through an addition to the school;
 - if any government grants or incentive programs may apply for capital improvements to accommodate the application.
- c) If the preliminary review determines that the request may be accommodated, then the applicant will be advised to prepare and submit a formal proposal to the Facility Rentals office. The proposal must contain, but not be limited to, the following:
 - detailed information on the applicant (base of operations, owners/directors, non-profit/for-profit, etc.);
 - confirmation of type of childcare operation (out-of-school care, preschool, 3-5 year old care, etc.) proposed;
 - proposed days/hours/months of operation;
 - whether the request for use of existing space within the school, use of a District classroom portable, or use of school grounds for the placement of "privately owned" portable/modular building;
 - how the applicant intends to pay for capital improvements not covered by government grants or initiatives to meet licensing requirements;
 - how the applicant plans to support the Board's mission, vision and values; and
 - how the applicant plans to support the shared principles of early learning, student success, Indigenous reconciliation and inclusivity in the proposed childcare operation.

- d) Upon review of the proposal by the Facilities Services Branch and if supported, the District Facilities & Building Committee will be advised and asked for feedback prior to a final decision by the branch. The successful applicant will be advised of the District's decision.
- e) If the proposal is approved, the licensed childcare provider must execute a District License to Occupy and meet all of its conditions. Rental rates are as set in in Administrative Guideline 804.4-G – Schedule of Charges for Use of District Facilities.
- f) Unless otherwise negotiated and agreed, the Board will provide custodial cleaning services to the space occupied by the childcare operator. The childcare operator will be responsible for procuring and paying for telephone services.
- g) Facility Rentals will maintain on-going engagement with the childcare operator during the term of the license.

3. Renewal of Childcare Licenses to Occupy

- a) The term of licenses to occupy for spaces within a school or a District-provided portable/modular classroom shall be maximum one-year, with licenses to be reviewed by the District annually.
- b) Before any Childcare License to Occupy is renewed by the Board, the following needs to be considered:
 - i. if the Board should provide a childcare program directly;
 - ii. is it appropriate for the Board to become a licensee; and
 - iii. does the Board have space and staffing capacity to offer childcare.

If the Board does not wish to operate the childcare and it is determined that the existing space that was occupied for childcare is still available and the current childcare operator has complied with the terms and conditions set out in the expiring license, the Board may offer the childcare operator a license renewal.

- c) Should the space be required exclusively for the use by school operations (i.e. a classroom currently used for child care is required to accommodate an enrolling division), necessitating a relocation or termination of the Childcare License to Occupy, the operator shall receive at least six (6) months prior notification.
- d) The term of licenses to occupy for portable/modular facilities provided by the childcare operator and located on school grounds shall be for five (5) years unless otherwise negotiated and approved by the Secretary-Treasurer. The license will be reviewed six (6) months prior to the end of the term by Facility Rentals.
- e) In selecting licensees other than the Board to operate a childcare program, the Board will give special consideration to the candidates' proposals to: (a) practice the guiding principles of early learning (b) provide inclusive childcare; and (c) foster Indigenous reconciliation with childcare.

4. Board Operated Childcare Programs

- a) If the Board decides to operate a childcare program, the Board will ensure that it is operated in a manner that:
 - i. Practices the guiding principles of the provincial Early Learning Framework;
 - ii. Fosters Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*: "(i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in

- the area of education”; and “(ii) Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education”; and
- iii. Is inclusive and consistent with the principles of non-discrimination set out in the British Columbia *Human Rights Code*.

5. Changes to Licensed Childcare Locations

Should a relocation or termination of an existing childcare operation be necessitated, the Board must, without delay, provide the Minister of Education with written notification of the decision in a form and with the information specified by the Ministry.

COMMUNITY RELATIONS

Policy 804.4 (previously Policy 1004.4)

Fees for Use of District Facilities

The Board shall set and annually review a Schedule of Charges for the use of district facilities (refer to Administrative Guideline 804.4-G).

COMMUNITY RELATIONS

Policy 804.4-G (previously Policy 1004.4-G)

Schedule of Charges for Use of District Facilities

1. School facilities shall be provided free of charge to Richmond school/parent groups, and to Richmond organizations and community groups meeting for the purpose of holding municipal or civic meetings.
2. Facilities will be provided free of charge for Richmond School District employees' unions and associations for meetings and social events on the understanding that custodial services will be paid for by those groups.
3. Non-commercial rates apply to Richmond non-profit and non-commercial groups and organizations. Not included in Clauses 1 or 2 above, e.g., Richmond religious organizations, Richmond groups offering educational services and Richmond sporting or community organizations not booking through the City of Richmond Community Services Division.
4. Commercial rates apply to commercial groups and organizations, non-Richmond based groups and organizations using school facilities for social and other type of events. Family orientated booking requests may qualify for non-commercial rates only if Richmond based.
5. Bookings are for a minimum of one hour, on the hour by the hour is encouraged to provide maximum opportunity for bookings. Any requested spaces must be booked for the full duration of time rented.
6. Rental charges for all childcares will be on an hourly rate of \$9.00 per facility. This applies to the usage of the following areas: classroom, multi-purpose room, kitchen, and gymnasium only.
7. Where the services of a rental custodian are required, there is a 3-hour minimum for weekdays and 4-hour minimum for weekend.
8. Additional service fees may apply, e.g., damage caused, trade personnel callout, etc.
9. All charges are subject to 5% GST.

2022/2023 Rental Rates:

Space	Non-commercial	Commercial
Hourly Rates		
Gymnasium (Secondary)	\$52.00	\$144.00
Large Foyer/Rotunda/Theatre	\$47.00	\$108.00
Gymnasium (Elementary)	\$47.00	\$108.00
Multipurpose Room/Library (Elementary)	\$47.00	\$108.00
Cafeteria without Teaching Kitchen	\$47.00	\$108.00
Change Room/Showers	\$47.00	\$58.00
Classroom/Small Foyer	\$23.00	\$41.00
Kitchen	\$23.00	\$41.00
Daily Rates		
Parking Lot (Daily Rate)	\$450.00	\$1,000.00
Movie Shoot - Exterior	N/A	\$1,250.00
Movie Shoot - Interior	N/A	\$3,500.00

Custodial Charges:

Hourly	Rate
Rental Custodian – Daycares	\$29.50
Rental Custodian – Other Groups	\$36.50

Other Services:

Space	Non-commercial	Commercial
Chair Rental (each, daily rate)	\$1.00	\$1.00
Table Rental (each, daily rate)	\$8.00	\$8.00
Table & Chair Delivery (Flat Rate)	\$100.00	\$135.00

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Revised: